

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 13

May 2, 2013

**SUBJECT:       PROCEDURE TO REVIEW "CLEARED OTHER" MURDER  
INVESTIGATIONS - ESTABLISHED**

**PURPOSE:**       This Order establishes Department Manual  
                  Section 4/710.40, *Procedure To Review "Cleared Other"*  
*Murder Investigations*, to provide consistency and streamline the  
review process of all murder Follow-Up Investigation,  
Form 03.14.00, that are classified as "Cleared Other." This  
Order supersedes Operations Order No. 15, *Revised Procedure to*  
*Review "Cleared Other" Murder Investigations*, dated May 5, 2006.

**PROCEDURE:**

**I.     PROCEDURE TO REVIEW "CLEARED OTHER" MURDER  
INVESTIGATIONS - ESTABLISHED.** Department Manual  
Section 4/710.40, *Procedure To Review "Cleared Other"*  
*Murder Investigations*, has been established.

**II.    DETECTIVE DIVISION HOMICIDE COORDINATOR'S RESPONSIBILITY.**  
Upon their signed approval of a Follow-Up Investigation,  
Form 03.14.00, classifying a murder as "Cleared Other,"  
homicide coordinators will ensure that signature blocks  
of the Detective Commanding Officer (CO), Area CO, and  
concerned geographic bureau CO are placed on the last  
page of the Follow-Up Investigation report.

**Note:** Homicide coordinators will only clear the  
murder investigation via the Consolidated Crime  
Analysis Database (CCAD) once concurrence for the  
classification of "Cleared Other" is received from  
the CO, Robbery-Homicide Division (RHD), or upon  
final approval from the Chief of Detectives.

**III.   GEOGRAPHIC DETECTIVE COMMANDING OFFICER'S RESPONSIBILITY.**  
The concerned Geographic Detective CO will review the  
"Cleared Other" murder Follow-Up Investigation report  
to ensure that it properly meets the Detective Operations  
Manual and the Federal Bureau of Investigation Uniform  
Crime Reporting Handbook for "Exceptional Clearances."  
If it does, the Detective CO will sign his/her approval  
block, and forward the original report along with an  
Intradepartmental Correspondence, Form 15.02.00, to the  
CO, RHD, for review via the concerned bureau CO.

**IV. ROBBERY-HOMICIDE DIVISION'S RESPONSIBILITY.**

Upon receipt of a "Cleared Other" murder Follow-Up Investigation report, the CO, RHD, will assign a lieutenant and senior detective from Homicide Special Section to review the report. The assigned senior detective, RHD, will conduct a review of the murder Follow-Up Investigation report.

**Concurrence.** If concurrence with the "Cleared Other" classification is met, the last page of the Follow-Up Investigation report will be stamped and signed by the CO, RHD, documenting RHD's concurrence. The Follow-Up Investigation report will be forwarded with an Intradepartmental Correspondence to the concerned bureau CO for processing.

**Non-Concurrence.** If RHD does not concur with the "Cleared Other" classification, RHD will meet with the investigating detective. The CO, RHD will generate an Intradepartmental Correspondence, documenting the rationale for non-concurrence and, if appropriate, request additional investigation and/or documented articulation to support the "Cleared Other" classification. The Follow-Up Investigation report will be forwarded with an Intradepartmental Correspondence to the concerned bureau CO for his/her review.

**Note:** These documents should be hand carried between commands.

**V. GEOGRAPHIC BUREAU COMMANDING OFFICER'S RESPONSIBILITIES.**

The concerned geographic bureau CO will review and approve all "Cleared Other" murder Follow-Up Investigation reports prior to the submission to RHD for review. In addition, the bureau CO will review and process the Follow-up Investigation reports that are received after RHD's review.

**Note:** If the concerned bureau CO disagrees with the findings and/or recommendations of RHD, he/she must submit an Intradepartmental Correspondence outlining his/her rationale to the Chief of Detectives. The final reviewing authority will be the Chief of Detectives.

**VI. CHIEF OF DETECTIVES RESPONSIBILITY.**

The Chief of Detectives will have final reviewing authority for "Cleared Other" murder Follow-Up Investigation reports.

**AMENDMENT:** This Order adds Section 4/710.40 to the Department Manual.

**AUDIT RESPONSIBILITY:** The Commanding Officer, Internal Audits and Inspections Division, will review this directive and determine whether an audit or inspection will be conducted in accordance with Department Manual Section 0/080.30.

A handwritten signature in black ink, appearing to be "Charlie Beck", with a stylized, looped design.

CHARLIE BECK  
Chief of Police

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